



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | DECEMBER 16, 2020

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on December 16, 2020 was called to order by President Safranski at 7:00 p.m., via conference call in the Board Room at the District Administrative Facility, located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

President Michael Safranski
Vice President Don Chadd
Director Stephen Dopudja
Director Edward Mandich
Director Glenn Acosta

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/District Secretary

STAFF PRESENT ON CONFERENCE CALL

Lisa Marie Sangi, Administrative Assistant

DISTRICT CONSULTANTS PRESENT

Rob Anslow, District General Legal Counsel (Atkinson, Andelson, Loya, Ruud & Romo - AALRR)

DISTRICT CONSULTANTS PRESENT ON CONFERENCE CALL

Cindy Byerrum, District Treasurer (Eide Bailey)
Steve Gagnon, Raftelis Financial Consultants

PUBLIC PRESENT ON THE CONFERENCE CALL

Beth Heard, Resident

PLEDGE OF ALLEGIANCE

Mr. Perea led the Board of Directors, District staff, and audience in the Pledge of Allegiance.

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION VIA CONFERENCE CALL

None

ORAL COMMUNICATION

None

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DIRECTOR'S COMMENTS

Director Acosta reported on his attendance at the Water Advisory Committee of Orange County (WACO) meeting and he mentioned that Mesa Water District's General Manager presented an agency infrastructure assessment.

Director Dopudja reported that the South Orange County Wastewater Authority (SOCWA) meeting was postponed.

Director Mandich had no comments.

Vice President Chadd had no comments.

Director Safranski wished a Merry Christmas and a happy and healthy New Year to his fellow Directors and District staff.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Paludi reported that Southern California Edison (SCE) has issued a notice for a potential Public Safety Power Shutoff (PSPS) that may impact District facilities at the end of the week.
- Mr. Paludi provided a brief update on the Salary Survey performed by Ralph Anderson & Associates, and he reported that the District Organization Ad Hoc Committee has provided key guidance concerning the preliminary results.
- Mr. Paludi wished everyone a Merry Christmas and a happy new year.

Mr. Perea administered the Oath of Office for Public and Employees consistent with State Constitution for Director Chadd and Director Dopudja.

CONSENT CALENDAR

President Safranski indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member or staff member requests a separate action on a specific item.

Action: A motion was made by Director Mandich and seconded by Director Chadd to approve the Consent Calendar. There was no further discussion.
The motion was approved by a vote of 5 – 0.

ADMINISTRATIVE MATTERS

ITEM 5: PUBLIC HEARING AND ACTION(S) CONCERNING PROPOSED ADJUSTMENTS TO TRABUCO CANYON WATER DISTRICT'S RATES FOR WATER SERVICES, WASTEWATER SERVICES, AND RECYCLED WATER SERVICES AND METER FLAT CHARGES

President Safranski provided a brief review of the rate adoption process in accordance with State law and Proposition 218, and he complimented District staff efforts in preparing the proposed rates and charges. Mr. Paludi provided an overview of the proposed rates and charges, as well as the work performed by staff to date. Mr. Paludi introduced Mr. Steve Gagnon, Raftelis Financial Consultants, to the Board. Mr. Gagnon delivered a PowerPoint presentation which highlighted the proposed water, wastewater, and non-domestic water rates and charges for a five-year period beginning January 1, 2021, and he highlighted to overall utility bill impacts to residential customers.

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President Safranski opened the Public Hearing at 7:41 p.m. Mr. Perea reported that the District received four written protests prior to public hearing. There were no verbal protests received.

President Safranski closed the Public Hearing at 7:43 p.m.

Action: A motion was made by Director Mandich and seconded by Director Acosta to receive and file the Trabuco Canyon Water District 2020 Water, Wastewater, and Recycled Water Rate Study Report.

The motion was approved by a vote of 5 – 0.

A motion was made by Director Chadd and seconded by Director Dopudja to adopt Resolution No. 2020-1288 – Resolution of the Trabuco Canyon Water District Board of Directors Determining Compliance with Procedural Requirements, Making Findings and Determinations, Revising Rates for Water Services, Wastewater (Sewer) Services, Recycled Water Services and Meter Flat Rates, Amending the Corresponding Rate and Charge Schedules of the Trabuco Canyon Water District and Taking Related Actions.

The motion was approved by a vote of 5 – 0.

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS

Mr. Paludi provided a brief update on COVID-19 related matters throughout the County. Discussion occurred concerning ongoing impacts to the District and neighboring agencies. Mr. Paludi expressed his appreciation for the Water Emergency Response Organization of Orange County (WEROC) assistance in coordinating member agency response efforts. Mr. Paludi reported that CalOSHA has approved a temporary regulatory requirement in response to the impacts of COVID-19, and he mentioned that District staff are working to update District policies and procedures.

Action: The Board took no action on this matter.

Director Mandich recused himself from discussion on the following matters by leaving the virtual meeting at approximately at 7:48pm

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Mr. Paludi presented this matter for Board consideration, and he reported that District staff has had no interaction or communication with the Developer. Mr. Paludi reported that the preliminary Parking Capacity Study performed by AGA Engineers, Inc. was reviewed with the Engineering/Operational Committee, and he mentioned that final draft report will be reviewed in January 2021. Director Dopudja complimented District staff for their work with the consultant, and he briefly discussed the need to revisit the matter at a later date post-COVID to determine additional impacts like the District’s Annual Water Awareness Day event.

Action: The Board took no action on this matter.

Director Mandich returned to the virtual meeting at approximately 7:52 p.m. and resumed his participation on the remaining business.

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ITEM 8: DISCUSSION AND SELECTION OF A DISTRICT REPRESENTATIVE TO THE SOUTH ORANGE COUNTY AGENCIES GROUP NOMINATION COMMITTEE FOR THE OPEN MWDOC/MET DIRECTOR SEAT

Mr. Paludi presented this matter for Board consideration, and he provided a brief update on the South Orange County Agencies Group (SOCAG) discussions and selection process to the Board. Mr. Paludi reported that the Board has been requested to select a member of the Board to serve as a District Representative on the Nomination Committee. Director Chadd briefly commented on the matters discussed at the previous SOCAG meeting which included representatives from Municipal Water District of Orange County (MWDOC) and Orange County Water District (OCWD), and he recommended President Safranski for the District Representative position.

Action: A motion was made by Director Mandich and seconded by Director Dopudja to appoint President Mike Safranski as the District Representative to the South Orange County Agencies Group Nomination Committee for the Open MWDOC/MET Director Seat. The motion was approved by a vote of 5 – 0.

FINANCIAL MATTERS

ITEM 9: TRABUCO CANYON WATER DISTRICT ANNUAL FINANCIAL REPORT (AUDIT) FOR FISCAL YEAR ENDING JUNE 30, 2020

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee by the District’s auditing firm Davis Farr. Mr. Perea provided a brief overview of the annual financial report, and he reported the auditor has provided an unmodified opinion and a clean financial report. Mr. Perea expressed his appreciation to District staff and Davis Farr for their hard work preparing the audit especially due to the impacts of COVID-19.

Action: A motion was made by Director Chadd and seconded by Director Mandich to receive and file the Trabuco Canyon Water District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2020. The motion was approved by a vote of 5 – 0.

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE PROPOSED BARNEBURG SEWER LIFT STATION DRY PIT REHABILITATION PROJECT

Mr. Paludi introduced this matter for Board review, and he mentioned that this matter was previously reviewed with both the Engineering/Operational and Finance/Audit Committees. Mr. Perea provided a brief overview of the rehabilitation project with facility photos, and he reviewed the project scope of work with the Board. Mr. Perea reported that District staff requested proposals from three firms, but only two firms responded and that he recommended SS Mechanical Construction Corporation for the facility rehabilitation project.

Action: A motion was made by Director Chadd and seconded by Director Mandich to authorize the General Manager to execute a contract for the Barneburg Sewer Lift Station Dry Pit Upgrades to SS Mechanical Construction Corporation in the not to exceed amount of \$56,925.00. The motion was approved by a vote of 5 – 0.

ITEM 11: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT’S SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) UPGRADE PROJECT

Mr. Paludi introduced this informational matter for Board consideration, and he mentioned this matter was previously discussed with the Engineering/Operational Committee. Discussion occurred concerning the

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replacement of the SCADA-related hardware throughout the District’s service area, including the repeater antenna equipment at the onsite reservoir at the County Joplin Youth Camp property. Mr. Paludi reported that District staff and General Legal Counsel are preparing correspondence to provide to the County and other representatives indicating the importance of the site to the District’s SCADA system.

Action: The Board took no action on this matter.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Mr. Paludi reported that the Metropolitan Water District (MET) Board of Directors approved funding for the California Water Fix (Delta) Project, and he added that the District provided a letter of support for project funding.

Mr. Anslow reported that AALRR has provided a Legislative Update for clients, and he highlighted the potential impacts of AB 992 on public official activity on social media under the Brown Act.

Action: The Board took no action on this matter.

ITEM 13: ELECTION OF BOARD OFFICERS

Pursuant to the District’s rules and regulations, Mr. Paludi took control of the gavel during the nominations and voting for President of the Board of Directors and requested nominations for the position of President of the TCWD Board of Directors.

Actions: Motion made by Director Safranski and seconded by Director Acosta to elect Director Don Chadd as President of the Board of Directors of TCWD. Following the motion Mr. Paludi requested any other nominations. There were no further nominations and the motion was approved by a vote of 5 – 0.

Motion made by Director Acosta and seconded by Director Safranski to elect Director Stephen Dopudja as Vice President of the Board of Directors of TCWD. There was no further discussion and the motion was approved by a vote of 5 – 0.

OTHER INFORMATION/MATTERS

There were no other information or matters received.

ADDITIONAL DIRECTORS’ COMMENTS

President Chadd indicated that Committee Appointments and Agency Representative Assignments would be agendaized for action at the January 20, 2021 Regular Board Meeting.

ADDITIONAL GENERAL MANAGER COMMENTS

Mr. Paludi wished a Merry Christmas to all in attendance.

ADJOURNMENT

President Chadd adjourned the December 18, 2020 Regular Board Meeting at 8:31 p.m.